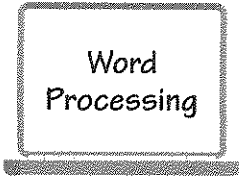


Formatting Drill

Activity 1

A small icon of a laptop screen with the words "Word Processing" written on it.

Word
Processing

Objectives

Each student will utilize the Google Docs word processing application to edit and format a document.

Benchmarks for Technology Standards

Students will know the characteristics, uses, and basic features of computer software programs, including:

- opening a file
- applying formatting to text
- editing, copying, moving, and saving text
- formatting text by centering lines, using tabs, and by forming paragraphs
- changing the line spacing of text

Learning Objectives

At the end of this lesson, students will be able to:

1. insert and align text in a document
2. change the font of text in a document
3. change font size, style, and color
4. change the line spacing of a paragraph
5. create a bulleted list
6. insert a line into a document
7. insert an image into a document

Variations

This activity was written using the processes that together make up the water cycle; however, any cyclical process can be substituted. An example of a completed document is shown in Figure 1-1.

Formatting Drill (cont.)

Activity 1

Word
Processing

The Water Cycle

The water cycle begins when water from the ocean is heated by the sun and ***evaporates*** into the atmosphere as water vapor.

The water vapor rises up, cools, and ***condenses*** to form clouds and ***precipitation***.

Precipitation, in the form of rain and snow, returns to the surface where it can collect in ponds and lakes, run off into streams and rivers, or enter the ground.

Infiltration is the process of water entering the ground and becoming ***groundwater***.

Groundwater can then be taken up by roots, moved up through a plant, and evaporated off the leaf surface in a process known as ***evapotranspiration***.

Figure 1-1

Formatting Drill (cont.)

Word
Processing

Activity 1

Procedure

1. Sign in to Google Docs.
2. Go to **Create** and choose **Document**.
3. Click into the **Untitled document** box at the upper left corner of the page and type in your last name, then "Water Cycle" (Figure 1-2). Click **OK** in the **Rename Document** window.

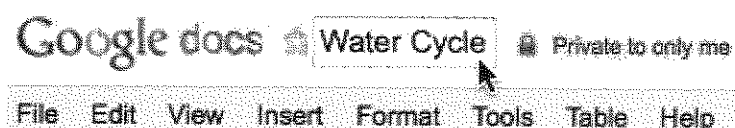
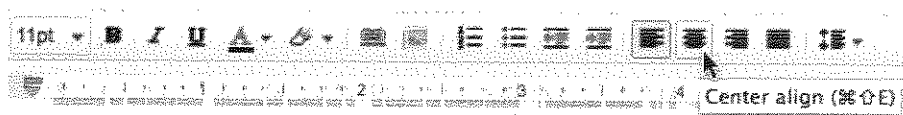


Figure 1-2

4. Next, type in the following title into your document: "The Water Cycle."
5. Now highlight the title and center it by using the **Center align** button. (See Figure 1-3.)



The Water Cycle

Figure 1-3

6. Next, keep the title highlighted and increase its font size to **18** using the **Font size** button. Also make the title bold and underlined by using the **Bold** button (**B**) and the **Underline** button (**U**) (Figure 1-4).

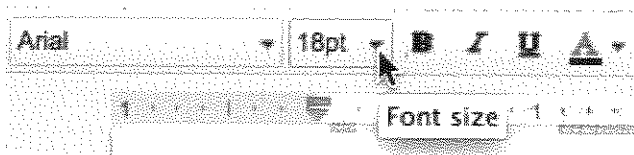


Figure 1-4

7. Click away from the title, then hit the **Enter** key on your keyboard twice. This will take you down two lines. Type in the following sentence: "The water cycle begins when water from the ocean is heated by the sun and evaporates into the atmosphere as water vapor."
8. Highlight the sentence by clicking and dragging over it. Click the **Bold** button (**B**) and the **Underline** button (**U**) to remove the bold and underline formatting. Then change the font size to **14** and the font to **Cambria** using the **Font** menu (Figure 1-5).



Figure 1-5

Formatting Drill (cont.)

Activity 1

Word
Processing

9. With your sentence still highlighted, use the **Left align** button to align your sentence to the left margin (Figure 1-6).

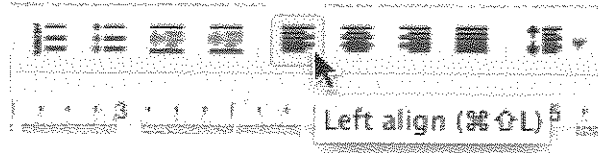


Figure 1-6

10. Next, click and highlight only the word “evaporates” in your paragraph. Increase its font size to **18**, and use the **Italics (I)** and **Bold (B)** buttons to change its format to italics and bold (Figure 1-7).



The Water Cycle

The water cycle begins when water from the ocean is heated by the sun and **evaporates** into the atmosphere as water vapor.

Figure 1-7

11. While the word is still highlighted, change its color to **blue** using the **Text color** button (Figure 1-8).



Figure 1-8

12. Now click at the end of the sentence, hit the **Enter** key twice, and type “The water vapor rises up, cools, and condenses to form clouds and precipitation.”
13. Highlight this sentence, and use the **Right align** button to align it to the right side of the page.
14. Click and highlight the word “condenses” in your paragraph. Increase its font size to **18**, and use the **Italics (I)** and **Bold** buttons (**B**) to change its format to italics and bold. Also change its color to **blue**.
15. Repeat steps 13 and 14 for the word “precipitation” (Figure 1-9).

The Water Cycle

The water cycle begins when water from the ocean is heated by the sun and **evaporates** into the atmosphere as water vapor.

The water vapor rises up, cools, and **condenses** to form clouds and **precipitation**.

Figure 1-9

Formatting Drill (cont.)

Word
Processing

Activity 1

16. Click at the end of the sentence, hit the **Enter** key twice, then type “Precipitation, in the form of rain and snow, returns to the surface where it can collect in ponds and lakes, run off into streams and rivers, or enter the ground.”
17. Now you are going to use the justify command. Justify makes your paragraph align to both the left and right margins of your page, making your text appear like a box. This is a common alignment used in books, magazines, and newspapers. Highlight the sentence and click the **Justify** button (Figure 1-10).

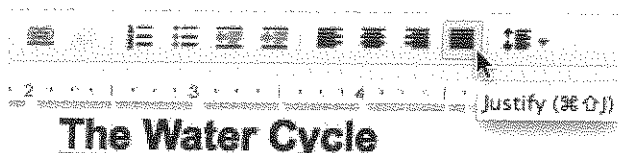


Figure 1-10

18. Next, highlight the word “Precipitation,” increase its font size to **18**, also format it so that it is in **Bold**, **Italics**, and the color **blue**.
19. Click to the end of the third paragraph, hit the **Enter** key twice, and type “Infiltration is the process of water entering the ground and becoming groundwater.”
20. Change the font size to **18**, **Bold**, and **Italics** for the words “Infiltration” and “groundwater.” Also change their color to **blue** (Figure 1-11).

Infiltration is the process of water entering the ground and becoming ***groundwater***.

Figure 1-11

21. Click to the end of the fourth paragraph, hit the **Enter** key twice, and type in the following: “Groundwater can then be taken up by roots, moved up through a plant, and evaporated off the leaf surface in a process known as evapotranspiration.”
22. Highlight the word “evapotranspiration” and change its font size to **18**, **Bold**, and **Italics**. Also change its color to **blue**.
23. Click and drag over the entire paragraph. Click the **Left align** button.
24. Next, click and drag over all five paragraphs to highlight them. Change their line spacing to **1.0** using the **Line spacing** button (Figure 1-12).

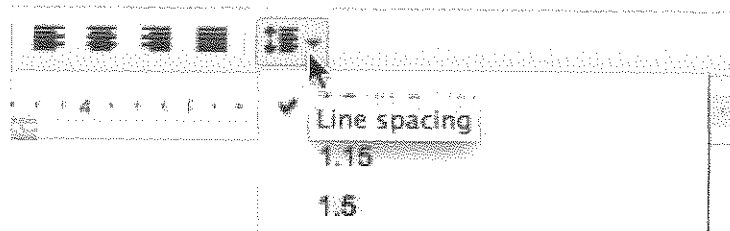


Figure 1-12

Formatting Drill *(cont.)*

Activity 1

Word
Processing

25. Click after the last sentence of the last paragraph. Then hit the **Enter** key twice to move you down two line spaces. You will now enter a horizontal line into your document to act as a dividing line. To do this, select the **Insert** menu and choose **Horizontal line** (Figure 1-13).

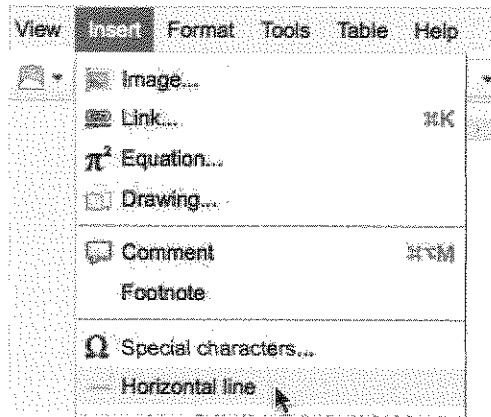


Figure 1-13

26. Your project is now complete!